

Dear Ms. Jones:

I am writing to inform you that you are one of three final candidates for the Cleaning Crew position you applied for on October 14, 2015. I would like to interview you by phone for this position on October 21st at 9am. I have your phone number from your application and resume. Remember, the position will require weekend work involving cleaning and maintenance in our townhouses. I will ask you to discuss your resume and experience during the interview. Please reply to this email by October 16th if you are still interested. Thank you.

Sincerely,

Mark Monahan
Maintenance Supervisor